



Personnel

MILITARY LEAVE PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction addresses leave, passes, and permissive temporary duty (PTDY) programs for military members. It applies to active duty personnel, including United States Air Force Reserve (USAFR) on active duty, and Air National Guard (ANG) members serving in Active Guard or Reserve status under the provisions of Titles 10 or 32, United States Code (U.S.C.) for 30 or more consecutive days. It implements Air Force Policy Directive 36-30, *Military Entitlements*, and DoD Directive 1327.5, *Leave and Liberty*, 24 September 1985, with changes 1 and 2.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by Title 10, U.S.C. 8013 and Executive Order (E.O.) 9397. System of records notice F035 AF MP C, Military Personnel Records System, applies. See attachment 1 of this instruction for a glossary of references, abbreviations, and acronyms. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications*. Coordinate supplements with HQ Air Force Personnel Center (AFPC), Commander's Programs Branch (DPSFC), 550 C Street West, Suite 37, Randolph AFB TX 78150-4739.

SUMMARY OF REVISIONS

★This is revision of AFI 36-3003, 1 November 1995. It clarifies that commanders contact the military service activity nearest the emergency location or, if necessary, American Red Cross to verify emergency situation exists (paragraphs 1.7 and 9.1.1); it clarifies that members applying for leave in a foreign country comply with the DoD Security Advisory (paragraph 2.1.4); it allows technical school graduates with permanent change of assignment without permanent change of station to participate in the Recruiter Assistance Program (paragraph 3.17); it authorizes commanders to delegate emergency leave approval for enlisted personnel to the first sergeants (paragraph 4.1.2); it clarifies special leave accrual (paragraph 16); clarifies that commanders cannot grant special passes in conjunction with leave and cannot grant a second special pass immediately upon a member's return to duty from a special pass nor can they grant successive special passes (paragraph 17.1.6); it authorizes up to 30 days PTDY for sports, recreation, and talent events (table 5, rule 30); and it moves the reasons when PTDY is not authorized from table 5 to a new table 6. A ★ indicates revisions from the previous edition.

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Section A—Leave Approving Authorities**1. Responsibilities.** Commanders.

- 1.1. Establish annual leave management programs to encourage assigned personnel to use earned leave in accordance with mission requirements.
- 1.2. Enforce Air Force and command-approved leave, pass, and PTDY controls.
- 1.3. Ensure orderly room personnel keep prompt and accurate records of leave and PTDY.
- 1.4. Ensure members understand leave, pass, and PTDY policy.
- 1.5. Ensure members:

- Schedule leave annually at the beginning of the fiscal year.
- Update their projected leave periodically.
- Understand they must follow the schedule in order for the leave schedule to work.

1.6. Document all leaves and establish an audit trail for money spent.

★1.7. Seek American Red Cross (ARC) verification, if necessary, for members asking for emergency leave.

2. Program Management:

2.1. Commanders.

2.1.1. Send requests for designated places in the consecutive overseas tour (COT) or in-place consecutive overseas tour (IPCOT) Secretarial program to HQ USAF Military Compensation Division (DPPC), 1040 Air Force Pentagon, Washington DC 20330-1040.

2.1.2. Ensure members schedule and take deferred consecutive overseas tour (COT) and in-place consecutive overseas tour (IPCOT) leaves within 1 year of the day they arrive at their stations or the effective date of IPCOT (see attachment 2).

2.1.3. Approve special rest and recuperation (SR&R) leave (Y2 30-day and Y3 15-day) requests in one increment within 6 months after the member's effective date of extension:

- May grant extensions of the 6-month rule if members meet military requirements.
- Can approve the 30-day option with valid TDYs and emergency leaves, but not ordinary leaves, special passes, or PTDYs.
- May approve up to 15 days ordinary leave with the 15-day option.
- May not approve SR&R leave for banking or en route leave for a member's permanent change of station (PCS).
- Prepare a special order for the 15-day leave and transportation option (see attachment 3).

2.1.4. Ensure members applying for leave in a foreign country comply with foreign government procedures in the Department of Defense (DoD) Foreign Clearance Guide, to include the DoD Travel Security Advisory. Ensure they also comply with security procedures prescribed for visits to communist or communist-controlled countries. **NOTE:** Due to travel restrictions in certain areas, the host overseas commander establishes procedures for processing and approving applications for overseas leaves.

- Ensure each country visited appears on AF Form 988, **Leave Request/Authorization**, or the PCS or TDY order.
- Ensure members sign a statement agreeing not to report early for a new assignment when taking en route leave.
- Approve leaves for a member marrying a foreign national when the request meets the conditions imposed by the host overseas command.

2.1.5. Ensure members taking ordinary leave instead of terminal leave return 15 days before their scheduled dates of separation or retirement to prevent pay problems.

2.1.6. Charge members' leave as accrued and accruing when competent authority orders them home or to another location pending a disability separation, and charge any remaining time to an authorized absence.

★2.1.7. Provide Air Reserve component (Air Force Reserve and Air National Guard) members serving man-day tours longer than 30 consecutive days under AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*, an opportunity to use leave accrued and authorized under AFI 36-2619.

3. Approving or Denying Requests.

3.1. Commanders reporting directly to the Chief of Staff, Vice Chief of Staff or Assistant Vice Chief of Staff:

3.1.1. Approve their own leave.

3.1.2. Notify their reporting officials at least 7 days in advance.

3.1.3. Send leave notifications by message to HQ USAF/CVA. Include:

- Effective date of leave.
- Duration.
- Leave address.
- Name of acting commander.

3.2. HQ USAF/CVA advises commanders when extenuating circumstances require adjustments to scheduled leaves.

3.3. Commanders send requests to add local instructions to the AF Form 988 to HQ USAF/DPPCC, 1040 Air Force Pentagon, Washington DC 20330-1040.

3.4. Temporary duty (TDY) commanders:

- Notify parent organizations of leave requests.
- Approve leaves with which the parent organizations agree.
- Send messages when time is limited.
- Charge leave to members attending Air Education and Training Command (AETC) formal schools that close for the Christmas and New Year's holidays. **EXCEPTION:** Do not charge leave for members if they report for approved duty

to their home station during holiday periods or perform authorized duty at the TDY site.

3.5. HQ AFPC oversees Air Force leave and passes, and PTDY programs. HQ AFPC/DPSFC approves:

- Advance leave requests when members have already taken 30 cumulative days of advance leave.
- Emergency leaves exceeding 60 days when members have already taken advance or excess leaves.
- Excess leaves when members have already taken more than a total of 60 days cumulative leave.
- PTDYs for more than 30 days.

3.6. The HQ USAF Directorate for Military Personnel Policy/DPP:

3.6.1. Works with the Office of the Secretary of Defense to coordinate major commanders' requests for rest and recuperation (R&R) leave programs.

3.6.2. Establishes eligibility requirements for the Secretarial SR&R program.

3.6.3. Recommends approval on applications for a Secretarial designated place (per Joint Federal Travel Regulation (JFTR), paragraph U7500.B1b) for members on COT or IPCOT who have an overseas home of record (HOR) and who want to visit close family members in the continental US (CONUS).

3.6.4. Manages educational leaves of absence:

- Ensures commanders do not allow members to schedule educational leaves for more than 1 year from the date of approval.
- Ensures members request leave if they do not return to duty during the semester breaks or extended holiday periods.

3.7. The Office of the Secretary of Defense approves effective dates and eligibility criteria for educational leaves of absence.

3.8. Major Commands (MAJCOM):

3.8.1. Submit requests to HQ USAF/DPPC, 1040 Air Force Pentagon, Washington DC 20330-1040, to establish R&R leave programs for units in their command that meet DoD criteria.

3.8.2. Include justification for recommending approval for advance leave requests when members have already taken 30 cumulative days of advance leave.

3.9. Unified commanders manage programs for R&R and environmental and morale leave for their theaters of operation.

3.10. Military Personnel Flights (MPF) administer proceed time (see AFI 36-2102, *Base Level Relocation Procedures*).

3.11. Personnel from aerial-port passenger sections notify the servicing MPF and HQ AFPC/Casualty Services 72 hours after members miss a port call:

3.11.1. The MPF and HQ AFPC/Casualty Services change members' leave status to absent without leave (AWOL).

3.12. The Air Force Surgeon General oversees convalescent leave:

3.12.1. Military medical treatment facility (MTF) commanders approve inpatients' convalescent leave before they are discharged from medical facilities.

3.12.2. Physicians most familiar with patients' needs recommend approval for convalescent leave. Unit commanders approve such leave.

3.13. HQ AFPC/Physical Disability Division:

3.13.1. Takes into account leave accrued and accruing to the date of separation for members who sold 60 leave days after Secretarial approval of a disability separation or retirement. Members:

- Who have not sold 60 days leave since 10 February 1976 must do so. *EXCEPTION:* May take accrued leave instead of processing time.
- Forfeit unused leave at separation or retirement if hospitalization or an extenuating circumstance, such as convalescent leave or mission requirements kept them from doing so.

3.13.2. Takes into account balances exceeding the 60-day limit to the dates of separation. *EXAMPLE:* a member with a balance of 70 days who received a leave settlement for 40-days accrued leave must sell 20 days. In this case, add the remaining 50 days to leave accruing to establish the date of separation. *EXCEPTION:* Exclude members separating or retiring because of imminent death from this procedure.

3.14. Headquarters Air Force Services Agency (AFSVA), 10100 Reunion Place, Suite 500, San Antonio TX 78216-4138, oversees and controls sports, recreation, and talent events.

3.15. The Superintendent of the United States Air Force Academy (USAFA) manages leave programs for:

- Appointed, commissioned officers who graduate from the Academy.
- Faculty and staff of the Academy who request leaves of absence.

3.16. Financial services offices (FSO):

3.16.1. Compute leaves for authorized absences in excess of allowed travel time, PTDY, and proceed time.

★3.17. HQ Air Force Recruiting Service (AFRS) oversees the Recruiter Assistance Program (RAP) for members who participate in assisting local recruiters in locating quality recruits. This change is effective 1 October 1994 and is not retroactive:

3.17.1. AFRS Squadron Commanders:

- Approve requests for up to 12 days of nonchargeable leave in addition to previously authorized leave.

- Sign and document the actual number of days and dates of nonchargeable leave to give to the member as an attachment to the travel voucher.
- Terminate the member's participation and nonchargeable leave status when it is no longer beneficial to the Air Force.

3.17.2. Members:

- Apply for nonchargeable leave while at their basic or technical training base local MPF.
- Must be authorized leave and be in the vicinity of their home of record or place of entry on extended active duty for the nonchargeable leave to be in effect.
- Sign a statement of understanding, as part of their application, they are not entitled to reimbursement for per diem or expenses incurred with travel to or from the leave location.

3.17.3. Other members apply through AFRS when an advertised similar valid requirement exists.

4. Leave Authorization. Commanders:

4.1. Delegate:

4.1.1. Ordinary leave approvals to a level no lower than the first-line supervisor.

★4.1.2. All other leaves and PTDY and special pass requests to a level no lower than squadron section commander, deputies, or equivalents.

- For headquarters' staff, delegate leave approvals to no lower than assistant functional deputy directors or equivalents.
- AETC training commanders delegate approval authority for advance leave to no lower than the first sergeants.
- For emergency leave for enlisted personnel, commanders delegate approval to no lower than the first sergeants.

4.2. Charge for personal leaves such as those taken by members waiting for family members' passports or visas or for the outcome of humanitarian reassignment requests.

4.3. Encourage members to take one leave of 14 continuous days or more annually.

4.4. Advise members refraining to take leave which could result in lost leave at the end of the fiscal year.

4.5. Instruct members to schedule and take leave within mission requirements and other exigencies, since commanders can deny leave because of these reasons. Management and members share responsibility in managing leave balances.

4.6. Combine ordinary leave with other types of leave unless specifically prohibited and treat the combination of leaves as one leave period.

Section B—Leave Management

5. Balance. The Defense Joint Military Pay System (DJMS) drops members' accrued leave in excess of 60 days at fiscal year-end in accordance with law (see figures 1 through 3 for procedures on how to compute leave). In addition, DJMS charges members' leave accounts in the fiscal year in which members take leave, when the leave period involves two fiscal years.

Figure 1. Number of Days' Leave Members Accrue Each Fiscal Year.

[illegible]

Figure 2. How to Compute Leave for Partial Months.

For Time Not Served	Subtract This Amount of Leave
1-6 days	1/2 day
7-12 days	1 day
13-18 days	1 1/2 days
19-24 days	2 days
25-31 days	2 1/2 days
Over 31 days	Compute in 30 day increments

Figure 3. Number of Days' Leave Members Accrue During the Fiscal Year to Date of Separation.

Day of month of separation	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1-6	1/2	3	5 1/2	8	10 1/2	13	15 1/2	18	20 1/2	23	25 1/2	28
7-12	1	3 1/2	6	8 1/2	11	13 1/2	16	18 1/2	21	23 1/2	26	28 1/2
13-18	1 1/2	4	6 1/2	9	11 1/2	14	16 1/2	19	21 1/2	24	26 1/2	29
19-24	2	4 1/2	7	9 1/2	12	14 1/2	17	19 1/2	22	24 1/2	27	29 1/2
25-31	2 1/2	5	7 1/2	10	12 1/2	15	17 1/2	20	22 1/2	25	27 1/2	30

5.1. Effective 10 February 1976, members may sell up to 60 days of accrued leave in a military career at:

- Retirement.
- Separation.
- Reenlistment within 3 months of the expiration of term of service.
- First extension of an enlistment. *EXCEPTIONS:* Members forfeit selling leave when:
 - Discharged under other than honorable conditions.
 - Involuntarily discharged for unsatisfactory performance or misconduct before completing 6 months' service, including prior service members with breaks in service of 93 or more consecutive days.

5.1.1. Members leaving or retiring in the next fiscal year forfeit unused leave of more than 60 days.

5.1.2. DoD excludes Air Force Reservists, ANG, and retirees from the 60-day sell-back limitation if the Secretary of Defense calls them to active duty in support of contingency operations. **NOTE:** This exclusion applies to leave accrued during the contingency only.

5.2. Retirees who serve on active duty without a break in service automatically qualify to have their leave balances carried forward into the new period.

6. Computation. Leave begins and ends in the local area (see table 1 for guidelines on how to charge leave).

6.1. The local area is the place where members live and from which they commute to the duty station (see the JFTR paragraph U3500.B and AFR 177-103 for parameters).

7. Extensions. Members request extensions of leave either orally or in writing before the approved term of leave expires.

7.1. Members who fall ill or need hospitalization while on leave must advise the leave-approving authority as soon as possible.

7.1.1. The next of kin, attending physician, nearest military MTF, or ARC may act on a member's behalf.

7.2. Commanders deny leave requests from members serving time under civil sentences, including those on probation:

7.2.1. Members confined by civil authorities while on approved leave may continue on leave until the original termination date, unless recalled to duty. Commanders:

- Terminate leave for a confined member recalled to duty.
- Change the member's status to "absent in the hands of civil authorities" as of the recall date.

Section C—Commanders' Guidelines for Conditions of Leave

8. Advance Leave.

8.1. Commanders authorize the minimum amount needed to resolve urgent personal or emergency situation and:

8.1.1. Charge advance leave as excess leave for members who have already taken all accrued leave:

- Advise members to limit their requests to leave accruing.
- Advise members that advance leave converts to excess leave and is collectable (see DoD 7000.14-R).

8.1.2. Send leave requests for members whom commanders have already advanced 30 days of leave to HQ AFPC/DPSFC, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739 and MAJCOM/DPA. Include:

- Justification for the leave.
- When the requested leave begins and ends.
- The number of leave days initially approved.
- The member's balance at the beginning of the leave.
- The number of days earned to the expiration of term of service.
- The number of days of the requested extension.

8.2. In urgent cases, HQ AFPC/DPSFC gives telephone approval, but unit first sergeants:

- Follow up with a message or datafax within 48 hours, and
- Ensure the member completes an AF Form 988.

8.3. The Personnel Support for Contingency Operations (PERSCO) Team Chief helps the commander by requesting approval for advance leaves and notifying the home organization of the final decision.

8.4. Because of potential indebtedness to the government upon separation, commanders do not authorize advance leave to members undergoing punitive, administrative, or disability separation.

9. Emergency Leave. See tables 2 and 3 for emergency-leave guidelines. See also attachment 4 for instructions to prepare AF Form 972, **Request and Authorization for Emergency Leave Travel:**

9.1. Commanders:

★9.1.1. Commanders may approve or deny most emergency leave cases on their own merit. However, when the official granting leave has reason to doubt the validity of an emergency situation, he or she may request assistance from the military service activity nearest the location of the emergency, or when necessary, from the ARC, in determining the validity of the emergency situation and the necessity for the member's presence.

9.1.2. Approve initial periods of emergency leave for no more than 30 days and extensions for no more than 30 days.

9.1.3. Advise members to apply for humanitarian or exceptional family member reassignment, or separation for hardship reasons if the leave period is more than 60 days.

9.1.4. Give members the opportunity to apply for ordinary leave, reassignment, or separation for hardship reasons if they do not qualify for emergency leave.

9.2. Members needing an extension of emergency leave contact the organization commander or first sergeant (contact the losing-organization commander or first sergeant if on en route leave):

9.2.1. Losing commanders coordinate changes in reporting with the appropriate resource manager in AFPC.

9.2.2. Members contact the local ARC chapter for help in notifying commanders or first sergeants.

9.2.3. Commanders:

- Advise members, in writing, of their decision to approve or deny the request.
- Send an information copy to the ARC representative, if applicable.
- Send only those requests for leaves of more than 60 days which include advance or excess days to HQ AFPC/DPSFC, with full justification.

10. Excess Leave. See table 4 for excess-leave guidelines:

10.1. Commanders advise members they will not accrue leave (see figure 4) or receive disability pay if injured for time spent on excess leave, as excess leave is a no pay status:

Figure 4. How to Compute Nonaccrual of Excess Leave Days.

For Excess Leave Time in This Amount	Subtract This Amount of Nonaccrued Time
1/2-6 days	1/2 day
6 1/2-12 days	1 day
12 1/2-18 days	1 1/2 days
18 1/2-24 days	2 days
24 1/2-31 days	2 1/2 days
Over 31 days	Compute in 30 day increments

10.1.1. Commanders may approve excess leave in an emergency situation when the combination of ordinary, advance, and excess leave is 60 days or less (see paragraphs 8 and 9).

10.1.2. Commanders or designees with general or special court-martial approving authority:

- Approve or deny member's requests for excess leave.
- Advise members ordinary leave must be used first.

10.1.3. Commanders directing appellate review leave:

- Approve travel according to:
 - JFTR, paragraph U7506.
 - AFI 36-2102.
- Advise members they may take either:
 - Ordinary and excess leaves.
 - Excess leave and sell back accrued leave (see paragraph 5.1).
 - A combination of the above.

10.2. Members qualify for pay and allowances for directed excess leave taken for overruled or set-aside court-martial sentences. *EXCEPTION:* Members do not get credit for any day of accrued leave for which they elected payment before departing on appellate-review leave.

10.3. Commanders charge absences against leave time according to table 1.

11. Leave in Conjunction With TDY. Commanders:

11.1. Determine TDY is clearly essential to the mission.

11.2. Make certain TDY will not be taken, scheduled, planned, or arranged, in fact or appearance, to serve leave desires of the member.

11.3. Authorize leave when operationally feasible.

11.4. Ensure the government does not incur any additional cost incident to leave.

12. Environmental and Morale Leave (EML).

12.1. Commanders:

- Charge members leave when they travel under the funded EML program. *EXCEPTION:* Do not charge for time spent en route.
- Charge members leave for the entire period, including travel, when traveling on a space-available basis under the unfunded EML program.

12.2. The MAJCOM/DPA equivalent or designee grants extensions for unfunded EML based on military requirements.

12.2.1. Any leave-approving authority within the chain of command can deny requests without referring them to a higher-level headquarters.

13. En Route Leave.

13.1. Losing commanders:

- Grant maximum accrued leave as en route leave with any PCS move if the delay does not interfere with the reporting date to either a port or new assignment.
- Delay members departure if advance leave is involved (see paragraph 8).
- Charge members leave for travel and house hunting when they are on an approved permissive reassignment.

- Deny excess leave requests.

★13.2. Technical-school and basic-training commanders approve advance leaves of up to 10 days if the first duty is in CONUS and up to 14 days if the first duty station is outside CONUS. *EXCEPTION:* They may approve the minimum amount of advance leave needed to resolve urgent personal or emergency situations (see paragraph 8).

14. Convalescent Leave.

14.1. Commanders:

14.1.1. Base convalescent leaves on the written recommendation of the military physician most familiar with the patient's condition.

- Extend convalescent leave over 30 days only with additional medical review and consent. *EXCEPTION:* Allow 42 days of convalescent leave for pregnancies.
- Ensure that leave begins on the day of discharge from the military MTF regardless of the hour and ends on the day before the member returns to duty.

14.1.2. Charge members ordinary leave for travel, hospital, and convalescent time when they elect civilian medical care at their own expense.

14.1.2.1. Approve convalescent leaves for these members if they later experience complications and seek treatment from a military MTF.

14.2. Place members on hospital status when they receive treatment at civilian MTFs, or elect care from a private physician that calls for a hospital (in-patient) status, after a military physician determines the necessity of a medical procedure.

14.2.1. Approve convalescent leaves for these members when recommended by the military physician most familiar with the patient's condition.

14.3. Air Force MTF commanders may grant convalescent leaves to members, using AF Form 988, when authorized to do so by medical personnel from another branch of service.

15. Terminal Leave.

15.1. Commanders:

- Limit members' absences to their leave balances.
- Do not allow members to return to duty after a leave begins.

15.1.1. Ensure that members remain assigned to their organizations until they separate or retire.

15.1.2. Limit requests for excess leave to emergency situations (see paragraphs 9 and 10.1.1).

15.1.3. Deny terminal leave when separation instructions require member's separation at the earliest possible date. Advise member that the FSO will determine payment or forfeiture of unused accrued leave or both at time of separation (see DoD 7000.14-R).

15.2. Leave approval authority advises members of terminal leave provisions. Members:

- Cannot use half days and must schedule terminal leave so that it is continuous and ends on the date of separation.
- Forfeit unused half-days when they cannot receive payment for accrued leave.
- Complete all required separation or retirement processing and have orders in hand before leave begins.

15.3. MPFs:

- Require members to sign a statement of understanding that they will not return to duty when terminal leave begins.
- May not change established dates of separation so that members may take unused leave.

Section D—Special Leave Accrual

16. Leave in Excess of 60 Days at Fiscal Year-end Balancing.

16.1. Members may lose leave over 60 days at the end of the FY (30 Sep) unless eligible for up to 30 days of special leave accrual (SLA). Members are eligible for SLA if one of the following circumstances prohibits them from taking leave:

- Deployment to an operational mission at the national level for at least 60 cumulative days.
- Assignment or deployment for at least 60 cumulative days to unit, headquarters, and supporting staffs when their involvement supporting a designated operational mission prohibits them from taking leave.
- Deployment for less than 120 days to a designated hostile-fire or imminent danger pay area.
- Deployment to a hostile-fire or imminent danger pay area for 120 or more consecutive days and receive this special pay for 4 or more consecutive months.

NOTE: Examples of qualifying deployments include JOINT ENDEAVOR, PROVIDE COMFORT, OR SOUTHERN WATCH. In some instances, the deployment may overlap two FYs (for example, deployment 15 Sep - 14 Nov).

16.2. Eligible members who lose leave on 1 Oct may have only that portion of leave restored that could possibly have been taken before the end of the FY. Example: A member deploys on 15 Sep with a leave balance of 82.5 days as of 30 Sep, and loses 22.5 days on 1 Oct. Commanders can only recommend restoring 15 days that the member could have taken beginning 16 Sep. The member loses 7.5 days because the member could not have taken 22.5 days to reduce his or her leave balance to 60 days by the end of the FY.

16.3. The finance center may automatically carry forward up to 30 days. This occurs when members serve for at least 120 consecutive days in a hostile-fire or imminent danger pay area and receive this pay for at least 4 consecutive months. The finance center uses inputs of a PCS arrival and departure or the start and stop of a hostile-fire or imminent danger pay entitlement for a TDY period of more than 120 days. The member's SLA is the leave balance brought forward into the area of responsibility (AOR) plus leave accrued in the AOR, minus leave used in the AOR.

16.4. SLA carried forward or restored is effective 1 Oct and members have 3 FYs to use SLA. The finance center accounts for the use of SLA by using *the last leave earned is the first leave used*. An example would be 15 days of SLA on 1 Oct and a member takes 10 days leave 21 - 30 Nov. In this example, the member has a leave balance of 80 days as of 30 Nov (60 + 15 days of SLA + 5 days accrued through the end of the leave period, 1 Oct - 30 Nov = 80). In this instance, the finance center reduces the SLA by 5 days since the member took more leave (10 days) than accrued (5 days), 80 - 10 days (5 of which are SLA) = 70 days, 10 of which are SLA. If the member had taken 5 days of leave, the SLA would still be 15 days.

16.5. Commanders:

- Submit requests for members who lose leave on 1 Oct through command channels to the MAJCOM or FOA Director of Personnel (DP) or equivalent. *EXCEPTION:* The joint organizations in which members are serving determine the eligibility of members in joint organizations assigned to units, headquarters, and supporting staffs.
- Include full justification with all requests, including documentation showing how members managed their leave during the year.
- Recommend restoring only that portion of leave that member could possibly have taken before the end of the FY.

16.6. MAJCOM or FOA/DPs or equivalents (colonels or above) approve SLA for their organization and:

- Send requests to update restored leave to DFAS-DE/FJPA, 6760 East Irvington Place, Denver CO 80279-3000.
- Use MAJCOM and control numbers by fiscal year to identify updates, for example, ACC 94-001.
- Make the effective date the first of the fiscal year. For instance, member loses leave at FY94-end balancing: The effective date of restoration is 1 October 1994.

Include point of contact (name and grade), organization, office symbol, and DSN on each update.

16.7. Any commander in the chain of command may deny a member's request for SLA without referring it to a higher-level authority provided member's request does not meet the criteria for SLA consideration.

16.8. The following are not reasons for SLA:

- Normal PCS moves and TDYs.
- Base closures.
- Hospitalizations, aero-evacuations, quarters, and convalescent leaves.
- Details and special working groups.
- Training exercises, attending schools or courses, and research requirements.
- Pending separations and retirements.

Section E—Liberty

17. Passes (see DoD Directive 1327.5). Pass periods begin and end in the local area. Regular pass periods start after normal working hours on a given day and stop at the beginning of normal working hours on the next working day. Except for public holiday weekends or public holiday periods specifically extended by the President, regular liberty (pass) periods will not exceed 3 days in length.

17.1. Commanders:

17.1.1. Award special passes for 3 or 4 day periods only for special occasions or circumstances, such as special recognition or compensatory time off.

17.1.2. Impose no mileage restrictions on members with passes.

17.1.3. Process an AF Form 988 when members fail to return:

17.1.3.1. Charge members leave when commander cannot excuse the absence in accordance with DoD 7000.14-R.

17.1.3.2. Tell members when leave begins and ends when they need unplanned leave.

17.1.4. Cannot combine special pass periods with normal pass or holiday periods (non-duty days), when the combined period of continuous absence exceeds the 3- or 4-day pass limitation, as applicable.

17.1.5. Deny requests for special pass periods in conjunction with:

- Travel between home and TDY stations.
- Travel between consecutive TDY stations.
- Travel taken for successive periods (charge this as leave).

17.1.6. Devise a plan to track special pass periods in their organization.

★17.1.7. Do not grant special passes in conjunction with leave nor in succession through commencement of one immediately upon return to duty from the other.

Section F—Administrative Absence

18. Permissive Temporary Duty (PTDY). (See table 5 and attachment 5.)

18.1. Commanders do not approve PTDY when a funded entitlement is appropriate, or when requests are being used in lieu of leave or special pass, or combined with a special pass period.

18.2. Commanders require members to document all periods of PTDY on an AF Form 988 (see attachment 5 for deviation) and charge leave for any portion not subject to PTDY limitations, such as when the member accomplishes the purpose, and the member does not return to duty. *EXCEPTION:* Table 5, rules 3 through 5.

18.3. Any commander in the chain of command may deny requests without referring them to higher-level headquarters.

18.4. The senior Air Force commander in a theater of operation suspends PTDY in areas of conflict until hostilities cease.

19. Time Off for Personnel Detailed or Assigned to the United Nations (UN) for Peace Operations. This change is effective 1 December 1994 and is not retroactive. Leave taken prior to 1 December 1994 is ordinary leave and deducted from members' leave account:

19.1. UN Force commanders or chief military observers approve leaves and passes for Air Force members within their geographic area of authority. In these circumstances:

19.1.1. Members take UN leaves and passes within the geographic area of the UN Force commanders' or chief military observers' authority.

19.1.2. Members use the AF Form 988 for leaves, annotate PTDY, and cite this paragraph as authority. This is not chargeable leave.

19.1.3. Document passes according to UN rules.

19.2. Air Force members taking leaves or passes outside the UN Force commanders' or chief military observers' geographic area of authority are under the control of the US chain of command and are in a nonduty status. Members are subject to US laws, directives, and instructions. In these occurrences:

19.2.1. The UN Force commanders or chief military observers and the US chain of command representatives approve leaves and passes.

19.2.2. Members use AF Form 988 for leaves, annotate ordinary, and cite this paragraph as authority in the Remarks section of Block 8. This is chargeable leave. PCS or TDY en route leaves and emergency leaves are also chargeable.

19.2.3. The US chain of command representative document passes in writing. Cite this paragraph as authority.

Section G—Special Order

20. Form Prescribed. AF Form 972, Request and Authorization for Emergency Leave.**Table 1. How Leave And Permissive Temporary Duty (PTDY) Will Be Charged (see note).**

R U L E	A	B	C	D	E
	If member is	and performed the majority of scheduled duty (over 50 percent)		or on a non-duty day	then the duty status is
		Yes	No		
1	departing or signing up for	X			duty.
2	for space available travel		X		leave.
3				X	duty.
4	returning	X			duty.
5			X		leave.
6				X	leave.

NOTE: Commanders charge members leave for nonduty days when bridged by leave, e.g. no successive Mondays through Fridays. **EXCEPTION:** An unplanned unusual or emergency situation when the member is in the local area. Commanders charge members PTDY for nonduty days when bridged by PTDY.

Table 2. Emergency Leave.

R U L E	A	B
	If a member requests emergency leave	the commander
1	to visit a terminally ill person in the immediate family of either the member or the member's spouse (see note 1)	approves it.
2	because of a verified death in the member's or spouse's immediate family (see note 1)	
3	because the member, or someone in the member's or spouse's immediate family has a life-threatening condition due to an accident, illness, or major surgery	
4	because the member suffered injury or losses due to a natural disaster, such as a hurricane, tornado, flood, or earthquake	
5	because of spouse's pregnancy or childbirth (see note 2)	denies it.
6	to care for children during a spouse's illness, confinement, or surgery (see note 3)	
7	to resolve marital problems, threatened divorce, or other personal problems	
8	to attend court hearings	
9	to resolve financial problems	
10	to help harvest crops or manage other business	

11	to settle the estate of a deceased relative	
12	because of an emergency involving other than immediate family members or for a friend, fiancée, or fiancé	
13	because of emotional problems caused by family separation (see note 4)	

NOTES:

1. Immediate family consists of the member's spouse, the member's or spouse's parents (including stepparents), children (including illegitimate children and stepchildren), brothers, sisters, person in loco parentis, and sole surviving blood relative. (See table 3 for person in loco parentis.)
2. Approve emergency leave when a member can verify that a severe or life-threatening situation exists.
3. Approve emergency leave in unusual cases when family members or social agencies are not available to help out. Verify and document such situations.
4. Make an exception when the attending physician feels the member could alleviate severe problems at home.

Table 3. In-Loco-Parentis Status.

	A	B	C	D
R U L E	A person who stood in place of a member's or spouse's parent before the member or spouse	for	and who	is a person in-loco-parentis.
1	entered active duty, or reached age 21	24 hours a day and 5 continuous years	provided a home, food, clothing, medical care, and other necessities, and gave moral and disciplinary guidance, and affection	yes (see note)
2			baby-sat, or provided day care services, or gave financial help, such as a home where the parent also lived	no

NOTE. Before you approve the request, the member must sign a statement attesting to the in-loco-parentis status.

Table 4. Excess Leave.

	A	B	C	D	E
R U L E	If the member requests	for	then the	approves	denies
1	a pre-separation or retirement relocation activity (such as job or residence search) as a: voluntary separation incentive (VSI) separatee, special separation benefit (SSB) separatee, an involuntary separatee (other than for cause-- <i>EXCEPTION</i> : Members eligible for Transition Assistance Management Program benefits) or retiree.	up to 30 days,	commander	X	
2	leave to participate in the Judge Advocate Accession Program	length of program, plus travel time,	staff judge advocate (see note 1)		
3	leave for pending discharge actions under AFI 36-3206, <i>Administrative Discharge Procedures for Commissioned Officers</i> and AFI 36-3208, <i>Administrative Separation of Airmen</i>	unlimited,	MAJCOM or FOA/DPA (see note 2)		
4	leave as an officer resigning in place of court martial				
5	leave as a member pending sentence by a court martial for a dismissal or punitive discharge		general or special convening authority (see notes 2 and 3)		
6	excess leave combined with PTDY for pre-separation or retirement relocation activity, job or residence search and meets the same criteria as in rule 1	N/A	commander	N/A	X
7	excess leave awaiting entry into the Air Force Academy in a cadet status	the period awaiting entry in cadet status	preparatory school commander (see note 4)	X	

NOTES:

1. Advise members they can retain their leave balance up to 60 days.

2. Approve this leave when you no longer need the member there and when the member meets medical criteria for separation.

- When commanders send requests through the chain of command, any approving authority in the chain may subsequently deny the requests.
- Approve ordinary leave when members have accrued leave, before approving excess leave.
- Excess leave begins the day after ordinary leave ends.
- Limit approval of excess leaves to 60-day increments.

3. Approve when the member serves all adjudged confinement, or when you or another authority figure commutes, remits, suspends, or defers the member's sentence.

4. Approve ordinary leave when members have accrued leave, before approving excess leave. Excess leave begins after ordinary leave.

Table 5. Permissive Temporary Duty (PTDY).

	A	B	C	D
R U L E	If a member requests PTDY	for	then the	approves
1	for traveling to or in the vicinity of a new permanent duty station to secure off-base housing, including Airman Education and Commissioning and Airman Scholarship and Commissioning Programs (see note 1)	up to 10 days before signing out	losing commander	X
2		up to 8 days after signing in	gaining commander	
3	for a pre-separation or retirement relocation activity (such as job or residence search) as a: voluntary separation incentive (VSI) separatee, special separation benefit (SSB) separatee, involuntary separatee (other than for cause-- <i>EXCEPTION: Members eligible for Transition Assistance Management Program benefits</i>), or retiree	up to 20 days for CONUS-based members and up to 30 days for members stationed overseas (see note 2)	losing commander	
4		up to 30 days for CONUS-based members who have overseas domiciles (see notes 2 and 3)		
5		a combined total of 91 to 120 days terminal leave, PTDY, processing days, and travel time, under exceptional circumstances	losing wing commander, designee, or equivalent (see note 4)	
6		10 days or less	commander	
7	to accompany a dependent or member patient to a designated MTF not in the local area, or to join a dependent or member patient at a designated MTF not in the local area when the medical authority calls for it (see note 5)	up to 20 additional days (see note 5)	wing commander, designee or equivalent	
8		over 30 days (see note 5)	HQ AFPC/DPSFC	
9	to travel to the MAJCOM or AFPC Career Development Division, either as an individual or part of a group, to discuss individual career-management progress, plans and aspirations, and to review records	up to 10 days	commander	

10	to attend a DoD-sponsored employment assistance seminar under the Transition Assistance Management Program when the member cannot schedule one locally and when the member will separate or retire within 180 days	up to 7 days	commander	X
11	to attend residence study under the terminal and nonterminal PTDY provisions of Operation Bootstrap, AFI 36-2306, <i>The Educational Services Program</i>	length of program, plus travel time (see note 6)		
12	to attend Medical Services Educational Programs under AFI 41-117, <i>Medical Service Officer Education</i> , or AFCAT 36-2223, <i>USAF Formal Schools</i>			
13	to attend scientific, professional, or technical seminars that bear directly on a member's own profession	up to 10 days		
14	to travel to a governmental agency to take an examination for certification and licensing in the registry of medical, dental, or medical service personnel, or engineers, architects, and financial-career field personnel			
15	to take Graduate Record Examinations or the Law School Admission Test for the purpose of applying to the Funded Legal Education Program, or as graduate students in business to take admission tests to qualify for the Air Force Institute of Technology (AFIT); or to participate in an in-house academic program as part of a course of study that AFIT or Air University oversees			
16	to defend doctoral dissertation or master's thesis		up to 5 days	
17	as staff judge advocates being admitted to a bar where admission requires a personal appearance; to attend the Hague Academy of International Law; to attend Continuing Legal Education (CLE) programs to keep up with their state's mandatory CLE requirements; or to apply for admission to the Bar of the US Supreme Court when the member cannot apply by mail	up to 10 days		
18	to interview with an ANG or USAFR unit commander (see AFI 36-3205, <i>Applying for the Palace Chase or Palace Front Programs</i>)	up to 7 days	commander	X
19	as Air Force Reserve Officers' Training Corps faculty applicants to travel to a university for a required interview	up to 10 days		
20	to attend wing advisory council orientation trips			

21	to attend functions hosted by service-connected organizations such as the Air Force Sergeants Association and the Non-Commissioned Officers' Association	5 days and 2 trips maximum per fiscal year		
22	to attend Civil Air Patrol encampments, drill competitions, conferences, and orientation courses as instructors, advisors, or liaisons	up to 10 days		
23	to perform emergency duties as members of the Civil Air Patrol	up to 4 days		
24	to attend meetings or council sessions of the Credit Union Associations as members of the Board of Directors of a DoD Credit Union, when the purpose of the meeting bears directly on the DoD Credit Union Program	up to 10 days		
25	as chaplains, to attend a spiritual retreat, ecclesiastical conference, or to consult with ecclesiastical superiors	15 days maximum in a fiscal year, including travel time		
26	to serve in leadership roles for spiritual renewal programs including chapel youth trips and summer camps, sponsored by either HQ USAF/HC, MAJCOM/FOA/DRU/HC, or installation/HC; or to take part in chapel leadership training programs authorized by the senior chaplain to supplement local chapel leadership needs	5 days maximum, plus common carrier travel time per fiscal year		
27	to support non-sectarian national youth organization troop or group unit activities, including logistic functions, individual unit activities, or required staff member or instructor training (see note 7)	up to 10 days		
28	to participate as instructors or staff members of non-sectarian national youth organizations in direct support of sponsored encampments, conferences, established summer camps, and similar activities conducted under the auspices of, and approved by, a national youth organization (see note 7)	up to 10 days	commander	X
29		up to 30 days (see note 8)		
30	to participate or train in sports, recreation and talent events officially conducted or sponsored by elements of the Air Force, inter-service organizations, or DoD	up to 30 days (see note 9)		
31		length of events, plus travel time	HQ AFSVA	
32	to respond to a subpoena, summons or request in lieu of process; or to serve as a witness at a state criminal investigative proceeding or criminal prosecution when the member would be an essential witness (see note 10)	up to 10 days	commander	

33	to present inspector general complaints under AFI 90-301, <i>Inspector General Complaints</i>			
34	as an immediate supervisor to a graduate only, or the designated representative, to attend Professional Military Education graduations	up to 5 days		
35	as an applicant to complete naturalization processing when a court hearing has been set by the Immigration and Naturalization Service	up to 10 days		
36	as an organ or bone marrow donor to travel to and from a civilian MTF (see note 11)			
37	to travel in order to repair, return, or purchase aero club aircraft			
38	to travel in order to repair, restore, return, or purchase artifacts or aircraft of historic interest for use in Air Force museums or airparks			

NOTES:

1. Commanders:

- Check members' formal assignment notification and documentation showing that government housing is not available within 30 days, and review member's statement of intent that says they plan to occupy nongovernment quarters.
- Advise members to report to the base-housing referral office before entering into any rental, lease or purchase agreement for off-base housing, and to acquire appropriate country clearance and entry documentation, i.e., passports, when traveling overseas.
- Limit members to one house hunting trip per PCS move.
- May approve up to 8 days en route when a member has a TDY en route or to relocate family members to a designated place when going to or returning from an overseas unaccompanied tour. Ask the MPF to include the following statement in the PCS order. "Member has authorization for (number of days, not to exceed 8) PTDY for the purpose of house hunting. The actual number of days the member spends away depends on the actual day the member secures housing. PTDY must be completed prior to member's RNLTD."

★2. Approve requests within 180 days of the separation or retirement date:

- In increments up to the maximum permitted, but not successive Mondays through Fridays.
- In conjunction with terminal leave.
- As requests that require final processing in the States or that qualify as a stand-alone round trip.
- Restrict the combination of terminal leave, PTDY, processing days, and travel time to no more than 90 days immediately before separation or retirement unless rule 5 of this table applies.

3. Approve requests for members who lived in Alaska, Hawaii, the Commonwealth of Puerto Rico, a territory or foreign country, when entering active duty if they kept the overseas address for the duration, and who want to return there.

4. May delegate authority to approve or disapprove requests to group commanders or equivalents at colonel level only.

5. This provision is applicable when a funded entitlement does not exist. The nearest military MTF commander, or designee, recommends approval on requests for 11 days or more when the dependent or member patient's name appears on the seriously ill (SI) or very seriously ill (VSI) roster. Periods of hospitalization for the same illness are cumulative.

- Includes:

- Member's grade, name, SSN, unit and location of assignment.
 - Date PTDY began, number of days approved and name, grade, and title of approving official.
 - Number of days of extended time requested.
 - Dependent's name and relationship to sponsor.
 - A family member's location, and name and telephone number of attending physician.
 - The physician's statement of diagnosis, expected treatment and prognosis, and whether the patient is on the SI or VSI roster.
 - The expected duration of hospitalization.
- Advises the member to seek counseling regarding humanitarian or exceptional family member reassignment if the dependent patient's expected length of stay will exceed 30 days and the physician does not expect the patient to change for the better within a 60-day period.
 - Sends requests of 30 days or less to the wing commander through the unit commander, and requests for over 30 days to HQ AFPC/DPSFC, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739.

6. Charge members leave for semester breaks and extended holiday periods if they do not return to duty.

7. Direct your questions to SAF/PAC, 1690 Air Force Pentagon, Washington DC 20330-1690.

8. Limit members to a council-level or higher event, including national and international jamborees, national explorer conferences, national triennial, and national high-adventure bases.

★9. Coordinate with the local services squadron/division before approving the request.

10. Coordinate with the staff judge advocate before approving a request.

11. Place the member in an in-patient status when admitted to the civilian MTF, and on convalescent leave in accordance with a military medical authority. (See AFI 44-102, *Patient Care and Management of Clinical Services*.)

Table 6. ★Permissive TDY is not Authorized.

	A	B	C	D
R U L E	If a member requests PTDY	for	then the	denies
1	to shop for a house: for a close proximity PCS move, such as Randolph AFB, Kelly AFB, and Lackland AFB; for permissive reassignment; for accession training; or if the member already has housing in the area (i.e. from a previous assignment)	N/A	commander	X
2	to remain with dependent patients who do not appear on the SI or VSI roster, or who do not apply for humanitarian or exceptional family member reassignment for personal reasons			
3	to attend a Professional Military Education graduation when the graduate is a coworker, friend, or military spouse			

4	as a member permanently assigned to a museum and traveling to areas away from the home base to repair, restore, return, or purchase artifacts or aircraft of historic interest for use in Air Force museums or airparks			
5	as members counseling or chaperoning a national youth organization			
6	to appear in court or for personal matters, such as divorce, bankruptcy, or adoption			
7	to shop for a house or search for a job when the member is not eligible for transition assistance--for example, a member separating on expiration of term of service			
8	as a non-medical attendant to accompany or join a dependent when the medical treatment facility is in the local area			
9	to swear members into the military service or administer reenlistment oaths			
10	to travel to interview at new or prospective duty station or assignment such as the Air Force Academy			
11	to travel to pick up vehicle at port			
12	as a lay person to attend a religious retreat			
13	to attend change of command or retirement ceremonies			
14	to work/visit foreign countries such as Mexico			
15	for sporting events not sponsored by Air Force such as weightlifting, marathons, or bike races			
16	to attend funeral of family members such as grandparents			
17	to attend social events such as reunions or commemorative ceremonies			

MICHAEL D. McGINTY, Lt General, USAF
DCS/Personnel

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS***References***

Title 10, United States Code
Title 32, United States Code
Title 37, United States Code
Joint Federal Travel Regulations
DoD 7000.14-R, Department of Defense Financial Regulation (DoDFMR), *Military Pay, Policy and Procedures*, volume 7, part A
DoD Directive 1327.5, *Leave and Liberty*
DoD Directive 4515.13-R, *Air Transportation Eligibility*

★Abbreviations and Acronyms

AFIT–Air Force Institute of Technology
AFPC–Air Force Personnel Center
AFPC/DPSFC–Air Force Personnel Center, Commander’s Programs Branch
AETC–Air Education and Training Command
AFSVA–Air Force Services Agency
ANG–Air National Guard
AOR–Area of Responsibility
ARC–American Red Cross
ASIF–Airlift Service Industrial Fund
CIC–Customer Identification Code
CLE–Continuing Legal Education
CONUS–Continental United States
COT–Consecutive Overseas Tour
DEROS–Date Eligible for Return from Overseas
DoD–Department of Defense
EML–Environmental and Morale Leave
E.O.–Executive Order
FOA–Field Operating Agency
FSO–Financial Services’ Office
HOR–Home of Record
HQ USAF/DPPC Division–Headquarters United States Air Force, Military Compensation
HQ USAF/SG–Headquarters United States Air Force, Surgeon General
IPCOT–In-place Consecutive Overseas Tour
JFTR–Joint Federal Travel Regulations
MAJCOM–Major Command
MPF–Military Personnel Flight
MTF–Medical Treatment Facility
O&M–Operations and Maintenance
PCS–Permanent Change of Station
PERSCO–Personnel Support for Contingency Operations
POD–Port of Departure
PTDY–Permissive Temporary Duty
R&R–Rest and Recuperation
RAP–Recruiter Assistance Program
RNLTD–Report Not Later Than Date
SI–Seriously Ill
SLA–Special Leave Accrual
SR&R–Special Rest and Recuperation
SSN–Social Security Number
TDN–Travel as Directed Is Necessary in the Military Service
TDY–Temporary Duty
TMO–Traffic Management Office

UN—United Nations

USAFA—United States Air Force Academy

USAFR—United States Air Force Reserve

U.S.C.—United States Code

VSI—Very Seriously Ill

Y2—30-day special rest and recuperation leave

Y3—15-day special rest and recuperation leave

**INSTRUCTIONS FOR PREPARING DD FORM 1610, REQUEST AND
AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL, FOR COT LEAVE
ORDER**

A2.1. Use this order for IPCOT leave travel, or deferred COT or IPCOT leave travel.

A2.2. The JFTR, volume 1, paragraph U7200, explains the entitlement for service members and their command-sponsored dependents who travel from the overseas duty station to the HOR or place of residence and return.

A2.3. The government pays travel and transportation expenses.

A2.4. Use DD Form 1610 (see AFI 36-3020, *Family Member Travel*) for members' travel on IPCOT leaves and deferred COT and IPCOT leaves.

A2.5. Items 1 through 6, 10a and b, 15, 17, 18, and 20 through 22 - follow the directions on the form.

A2.6. Item 7 - Show COT Leave.

A2.7. Item 8 - Enter N/A.

A2.8. Item 9 - Enter "COT Leave (ADM) Entitlement Travel."

A2.9. Item 11 - Do not mark variations. Show: FROM: (permanent duty station), TO: (HOR or place of residence chosen by the member), and RETURN TO: (permanent duty station). *NOTE:* Do not include the place of residence if the cost of travel exceeds the cost to the HOR.

A2.10. Item 12 - Cross out "overseas travel only" and add "transoceanic travel."

A2.11. Item 13 - Place an X in the per diem block.

A2.12. Item 14 - Put in estimated cost.

A2.13. Item 16 - Add: Member and dependents (if applicable) have authorized leave travel in conjunction with a COT assignment according to JFTR, paragraph U7200. Also add:

- Names.
- Relationships.
- Passport numbers of all dependents.
- The dates of birth of all children.

A2.14. Include the HOR if it is different from the entry next to TO in item 11.

A2.15. Check the HOR against the member's personnel record.

A2.16. Indicate whether this is IPCOT leave travel or deferred (COT or IPCOT) leave travel. Add:

A2.16.1. Member-authorized (COT or IPCOT) leave and travel time may not exceed ____days.

A2.17. Item 19 - Use local O&M funds for IPCOTs and the open-allotment fund cite from the permanent-change-of-station order for deferred COTs.

INSTRUCTIONS FOR PREPARING DD FORM 1610 FOR SPECIAL LEAVE

- A3.1. Use this order for 15 days nonchargeable leave and transportation--Y3 (see the JFTR, paragraph U7300).
- A3.2. Items 1 through 6, 10b, 15, and 17 through 22 - follow directions on the form.
- A3.3. Item 7 - Enter *Special Leave*.
- A3.4. Item 8 - Enter N/A. JFTR, volume 1, paragraph U7300, explains the entitlement for service members to travel from overseas to the states and return.
- Item 9 - Leave blank.
- A3.5. Item 10a - Always enter 15. Cross out "approximate."
- A3.6. Item 11 - Do not approve variations. Enter: FROM: (permanent duty station), TO: (Port of Departure (POD) in CONUS specified by the TMO), and RETURN TO: (permanent duty station).
- A3.7. Item 12 - Leave blank.
- A3.8. Item 13 - Place an X in the "other rate of per diem" block, and add "no per diem reimbursement authorized."
- A3.9. Item 14 - Put cost of travel and total in the appropriate blocks.
- A3.10. Item 16 - Enter: "Member is on special leave to the nearest port in the 48 contiguous states using space-required transportation. I authorize return transportation from the port to the permanent-duty station. This member must submit a no-pay travel voucher within 5 workdays of completing travel. Refer to Title 10, U.S.C. 705 and AFI 36-3003 for authorization."

INSTRUCTIONS FOR PREPARING AF FORM 972 FOR EMERGENCY LEAVE ORDER

A4.1. Use this order for all funded emergency leave travel. Refer to:

- AFI 24-101, *Passenger Movement*, (includes members stationed stateside who are eligible for space-required travel), and JFTR, paragraph U7205, for members stationed overseas, members with overseas domiciles, and members who are TDY.
- AFI 36-3020 and JFTR, paragraph U5244, for family member travel.

A4.2. Items 1 through 6, 8, 9, 10a, 14 through 19, 22, and 24 through 26 - Follow the instructions on the form.

A4.3. Item 7 - Enter Control and Duty Air Force Specialty Codes.

A4.4. Item 10b - Enter the amount of accrued leave, but first verify the leave balance with the FSO or use the member's Leave and Earnings Statement.

A4.5. Items 10c and d - Complete when applicable.

A4.6. Item 11 - Enter start and end dates of authorized leave.

A4.7. Item 12 - Include the air-movement designator when the member travels by military-controlled aircraft. Add the following when travel is to or from overseas:

- Report to APOE not later than 1 and 1/2 hours before the scheduled flight departure time.
- The CONUS aerial port of debarkation endorses the order and notes the flight reservation data for travel to the overseas aerial port of debarkation when member travels through the CONUS to a foreign country.

A4.8. Item 13 - Remarks. Add, when applicable:

- Upon arrival in CONUS and before departing on leave, contact the Air Mobility Command (AMC) Passenger Reservation Center located in the aerial port for a return flight reservation.
- Dependents listed below are authorized to return separately.
- "La persona a quien esta orden pertenzca esta autorizada por las autoridades militares competentes de los Estado Unidos de America para entrar o salir de Espana en mision oficial vestido de civil o militar" when members are stationed in, or going to Spain. (*NOTE:* Do not translate this statement into English.)
- Contact the transportation office at the nearest military installation to arrange return flight reservations when members travel by civilian aircraft. Use the other side of the form if necessary.

A4.9. Item 20 - Check one block. Add in item 21: Sponsor agrees to reimburse the Air Force for travel expenses of family members per DoD 4515.13-R, paragraph 3-3b(3) for members stationed in the CONUS who choose to pay for space-required transportation for their dependents. (See AFI 36-3020 for family member travel.)

A4.10. Item 21 - Add: Member is directed to call Scott AFB Passenger Reservation Center (PRC), toll free: 1-800-851-3144, and in Illinois call collect: (618)-256-4901 to reschedule transportation if the member needs approval for extended leave. Include member's domicile, as JFTR defines it (is or is not) outside the CONUS when emergency leave travel starts from CONUS and goes overseas. List dependents and include children's dates of birth. (Use the other side of the form or separate page on plain bond if necessary.) Add the distribution in the lower right hand corner.

A4.11. Item 23 - Include accounting citation and Customer Identification Code (CIC) for travel authorized under JFTR, paragraph U7205. **NOTE:** Be sure to fill in applicable times and dates in items 16 through 19.

**INSTRUCTIONS FOR PREPARING DD FORM 1610 FOR PTDY ORDER FOR
PARTICIPANTS OR TRAINEES IN SPORTS OR RECREATION OR TALENT
EVENTS**

A5.1. Use this order instead of an AF Form 988 when members will be using space-required travel, or in events, such as higher level competitions, when space-required travel could be authorized.

A5.2. Do not charge PTDY to leave.

- Fill out the form the same way you do a TDY order.
- For unused orders, the traveler's supervisor or other competent authority verifies the traveler's signed statement stating that planned travel was canceled.
- Send the statement and a copy of the order to the member's FSO. Revoke the order when paying out funds.

A5.3. Items 1 through 6, 10b, 17, 18, and 20 through 22 - self-explanatory.

A5.4. Item 7 - Enter *permissive*.

A5.5. Item 8 - Enter N/A.

A5.6. Item 9 - Add the purpose of PTDY, but not the type or category of travel. *EXAMPLE:* To participate in USAF small games tournament worldwide competition.

A5.7. Item 10a - Cross out "approximate" and show specific number of days including travel time.

A5.8. Item 11 - Approve variations for events such as sports competitions and entertainment tours. Place an X in the variation block for travelers allowed to continue on to other stations, and for members allowed to travel out of sequence. (This averts having to amend the order.)

- If additional travel adds more than 20 days to item 10a, amend the order.
- Supply the member's permanent duty station next to From and Return To, and the destination site next to To.

A5.9. Items 12 through 15 - Leave blank.

A5.10. Item 16 - Add: "Submit a no-pay travel voucher within 5 workdays after completing travel. Travel permitted by this order does not entitle the traveler to reimbursement of expenses. I have authorized this absence from duty and certify that this member qualifies for military furlough fare discounts. Absence in excess of the number authorized will be charged against leave. Refer to AFI 36-3003, table 5, rule (30 or 31) for authorization." Add: "DoD 4515.13-R, chapter 3" to the authority line when paying out funds.

A5.11. Item 19 - Add either "no funds involved," or the accounting citation and CIC for space-required travel by Airlift Service Industrial Fund (ASIF) missions as channel traffic, and non-ASIF missions. Place the distribution in the remaining space in this block. *NOTE:* Leave off Travel as Directed Is Necessary in the Military Service (TDN).